

**FIRE TRAINING OFFICER
STUDY GUIDE**

A written examination for the class of **FIRE TRAINING OFFICER** to be administered in **OUACHITA F.P.D. #1 on MARCH 18, 2004**, will consist of approximately 100 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
TRAINING Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor.	21.0%
FIRE GROUND OPERATIONS Knowledge of fire ground operations sufficient to train department personnel in areas of fire fighting, forcible entry, hoses, fire streams, ventilation, rescue, communications, fire attack, and safety.	21.0%
WATER SUPPLY AND PUMP OPERATIONS Knowledge of water supplies and pump operations sufficient to train department employees in the use of water supplies; pump operations; and the driving and operating of apparatus/equipment in order to efficiently perform their duties at the scene of an emergency.	12.0%
TOOLS AND EQUIPMENT Knowledge of the care, operation, and correct uses of all fire department tools and equipment in order to train department employees in the use of these, including the following: protective breathing apparatus, ropes, hoses, ladders, extinguishers.	12.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
MEDICAL PROCEDURES AT THE EMERGENCY SCENE Knowledge of first aid practices and procedures, including CPR and emergency medical services, sufficient to train departmental employees to perform these duties at the scene of an emergency.	5.0%
FIRE PREVENTION Knowledge of fire prevention and inspection procedures sufficient to train departmental employees in performing fire inspections; and the collection of information for pre-fire planning.	5.0%
MANAGEMENT OF EQUIPMENT/PROPERTY/SUPPLIES Knowledge of the management, maintenance, and purchasing of equipment, property, and supplies, including verifying that equipment is tested and meets applicable standards.	7.0%
RECORDS/REPORTS Knowledge of effective records-keeping practices, including preparation, content, format, control, and retention, and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports.	7.0%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with other agencies, and the public.	10.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Essentials of Firefighting, 4th ed., 1998.
Fire and Emergency Services Instructor, 6th ed., 1999.
Fire Ground Support Operations, 1st ed., 2000.
Pumping Apparatus Driver/Operator Handbook, 1st ed., 1999.
Fire Hose Practices, 7th ed., 1988.

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 3rd ed., 1995.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE PROTECTION HANDBOOK, NFPA, 18th ed., 1997.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.